

BIG SKY FIRE DISTRICT “BSFD”
MINUTES OF BOARD OF TRUSTEES
REGULAR MEETING/PUBLIC HEARING OF OCTOBER 25, 2017

1. Call to Order

Meeting was called to order by Chair Alan McClain at 8:32 am

Present: Trustees Alan McClain, Carol Collins, Steve Johnson, Tom Reeves, and Renae Schumacher; William Farhat, Fire Chief; Greg Megaard, Deputy Chief; Mara Mitchell, Administrative Assistant

Absent: Alecia Fischer, Office Administrator

a. Introduction of visitors and guests

President Local 4732 Firefighter John Foster, Captain Barker, Firefighter Bolton, Firefighter Nowlin, Firefighter Parker, and Firefighter Phillips, Rosie Barndt

2. Public comment for items not on the agenda – None

3. Consent Agenda Items

a. Approval of draft minutes of September 20, 2017 Regular Meeting

b. Financial Reports for September 2017

c. Monthly Financial Statements

d. Check Register: Checks 6116518 – 6116560, including voided checks 6116520, 6116521, and 6116530

e. Correspondence

- **Motion Made and Seconded** by Carol Collins and Steve Johnson to approve the consent agenda items of October 25, 2017. Passed Unanimously

4. Fire Chief's Report

a. President Local 4732 Firefighter John Foster corrected the fact that Firefighter Kammann was in the Marines and not the Army.

b. See report included in board packet

5. New Business

a. 2016-2017 Financial Audit Review – Rosie Barndt

- Trustee Reeves asked Rosie about the BSFD's reserves amount of \$50,000 if it is sufficient or too low or too high. Rosie is comfortable with this amount. Rosie and John Ungaretti (from SoleStone) wrote off all ambulance balances over 180 days (total amount of \$94,907.38). The current amount of \$50,000 may seem a little on the low side at roughly 18%, but due to the large adjustment of the write off Rosie is comfortable with it. Rosie stated that most local governments try to have enough reserves to cover operational costs from July through November/December when tax revenue will begin to come in again.
- The Government Finance Officers Association recommends reserves percentage be between 10%-35%.
- Rosie Barndt reviewed the June 30, 2017 financial audit.
- There were no significant deficiencies noted for internal controls. There were no issues of noncompliance.
- **Motion Made and Seconded** by Steve Johnson and Tom Reeves to accept the audit with the recommended adjustments. Passed Unanimously

b. REACH Air Medical Ground Transport Agreement

- **Motion Made and Seconded** by Carol Collins and Renae Schumacher to table agenda item 5c. REACH Air Medical Ground Transport Agreement until the agreement is completed. Passed Unanimously

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- c. Public Information Requests Policy Proposal
 - **Motion Made and Seconded** by Tom Reeves and Steve Johnson to approve Policy No. 2017-1003 Public Information Requests Policy as presented. Passed Unanimously
 - d. Fire Officer Designations from the Center for Public Safety Excellence for all BSFD Command Officers
 - All BSFD command officers have received this designation.
 - e. Use of Two Rivers Property for Training Facility
 - The BSFD has not yet entered into an agreement with Scott Altman as Chief Farhat feels \$1500/month is too expensive. Chief Farhat’s opinion is that it is not worth the fight to use the Two Rivers property as a location for a training facility. Chief Farhat advised holding off any plans or agreements for a training facility until the spring of 2018 and reevaluate at that time.
 - f. Moonlight Basin Overall Development Plan Update Application
 - Chief Farhat explained that per the Moonlight Basin Ranch 2007 Amended Overall Development Plan (ODP) Moonlight Basin was to build a substation in the Madison Village area that included living space for up to four staff, and build and deed to the department a single family residence for the purpose of providing affordable housing for a management level employee.
 - Chief Farhat feels that BSFD needs to push forward with what was written as part of the Moonlight Basin Ranch 2007 Amended ODP and require a fire station and housing on a separate parcel of land all in a specific time frame which will be decided at a future time.
- 6. Old Business**
- a. Master/ISO Plan
 - i. Mill Levy Update
 - ii. Station 1 and 2 RFQ/P Process Update
- 7. Other Business**
- a. 2017 Holiday Party – December 2, 2017 6pm at Buck’s T-4
 - b. Trustee Collins mentioned a board leadership training happening on November 9, 2017 to inform the other board members in case they are interested in attending.
- 8. Public Comment - None**
- 9. Date for next regular meeting – November 29, 2017 at 8:30 am**
- 10. Adjournment – 10:00 am**

Respectfully submitted,



Alan McClain, Chair



Steve Johnson, Secretary/Treasurer

cc: Board of Trustees
Fire Chief William Farhat
Local 4732
Gallatin County Board of Commissioners
Gallatin County Clerk & Records Office
Madison County Clerk & Records Office